



## Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskien

March 13, 2024

The Honorable Breanne Davis, Co-Chairperson  
 The Honorable Mark Berry, Co-Chairperson  
 Uniform Personnel Classification and  
 Compensation Plan Subcommittee  
 Arkansas Legislative Council  
 State Capitol Building, Room 315  
 Little Rock, Arkansas 72201

Dear Senator Davis and Representative Berry:

The Office of Personnel Management (OPM) submits a request from the Department of Military (DOTM) for review:

DOTM is requesting the establishment of one (1) new classification. The classification requested is listed below:

### CLASSIFICATION REQUESTED

<u>Class Code</u>	<u>Classification</u>	<u>Grade</u>	<u>Salary Range</u>
NEW	DOTM Security Supervisor	GS06	\$36,155 - \$52,424

### JUSTIFICATION

During the past biennial, the Security Officer Supervisor positions were eliminated due to an erroneous assumption that Military Police Officers could supervise security personnel. The department has determined that this approach will not work due to the operational needs and limited Military Police Officer staff. The DOTM Security Supervisor will be responsible for supervising a staff of security personnel, maintaining fire and security alarms, developing operational procedures, and working with DOTM fire department.

### RECOMENDATION

The Office of Personnel Management has reviewed this request from DOTM and **recommends** the establishment of one (1) new classification.

The Honorable Breanne Davis, Co-Chairperson  
The Honorable Mark Berry, Co-Chairperson  
March 13, 2024  
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Your consideration of this request is greatly appreciated.



STATE PERSONNEL DIRECTOR



DATE

KB/lh:1-2



**SARAH HUCKABEE SANDERS**  
GOVERNOR

**ARKANSAS DEPARTMENT OF THE MILITARY**  
OFFICE OF THE ADJUTANT GENERAL  
CAMP JOSEPH T. ROBINSON  
NORTH LITTLE ROCK, ARKANSAS 72199-9600



**JONATHAN M. STUBBS**  
MAJOR GENERAL  
THE ADJUTANT GENERAL

February 28, 2024

Kay Barnhill, Director of Personnel Management  
Office of Personnel Management (OPM)  
Department of Shared Services & Transformation  
P.O. Box 3278  
Little Rock, AR 72203

Director Barnhill:

In accordance with OPM Policy Classification and Compensation Overview, Policy Number 1, the Department of Military (DOTM) respectfully requests the Secretary of the Department of Transformation and Shared Services to establish a new job title, DOTM Security Supervisor classified as a GS06. During our past biennial, the Security Officer Supervisor positions were eliminated during reclassification based on an erroneous assumption that Military Police Officers could supervise security personnel.

Your favorable approval of this request is greatly appreciated and will enable the Arkansas National Guard to address operational needs. If you have any questions or concerns regarding this letter, please do not hesitate to contact my staff, Mrs. Michelle Young-Hobbs, Director of Human Resources, at 501-435-2480.

Respectfully,

  
Jonathan M. Stubbs  
Major General  
The Adjutant General

Enclosure



Department of Transformation and Shared Services  
Office of Personnel Management  
Position Classification Questionnaire

**General Information**

Business Area: 0975 Agency: Department of Military  
Preparer's Name: Michelle Young-Hobbs Date: 02/22/2024  
Position Number: \_\_\_\_\_ Class Code: \_\_\_\_\_ Grade: \_\_\_\_\_  
Job Title: DOTM Security Supervisor  
Incumbent's Name: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Reason why position is being submitted for evaluation:



New Job/Title



Significant Change in Duties or Responsibilities

If there has been a significant change in duties or responsibilities, please describe in detail the changes and attach any other documents that illustrate your explanation:

DOTM request a new job title DOTM Security Supervisor. During our past biennial, the Security Officer Supervisor positions were eliminated during reclassification based on an erroneous assumption that Military Police Officers could supervise security personnel. The Agency has determined this approach is not workable in practice due to the operational needs during the evening and overnight shifts and the limited Military Police Officer staff. If OPM approves our new title, DOTM will cross-grade these two titles, the Maintenance Supervisor and Natural Resource Program Coordinator, to the new title of DOTM Security Supervisor, ensuring that the title and job spec are aligned.

This titled position will be 100% federally funded.

### Job Duties and Conditions

List up to 10 primary job duties this position performs or is expected to perform, in order of importance. Include the frequency of occurrence (daily, weekly, monthly, etc.) and percentage of time dedicated to each duty. **DO** **NOT** use acronyms or abbreviations.

<u>JOB DUTY</u>	<u>FREQUENCY</u>	<u>% TIME</u>
Supervises Med to Large Staff		80
Supervises & Patrols buildings, and vehicles		5
Maintains fire and security alarms		5
Maintain & Develops operational procedures		5
Works with DOTM Fire Department on calls		5

Check one (1) of the following that best describes the overall working hours associated with this position. "Overtime" in this section means instances where an employee works more than 40 hours per week, regardless of actual overtime eligibility.

<input type="checkbox"/>	Works regular shifts, daily and weekly; rare instances of overtime required.
<input type="checkbox"/>	Some irregularities in hours because of overtime requirements, infrequent weekends and/or shift rotation, travel, etc.
<input type="checkbox"/>	Considerable irregularity of hours because of frequent overtime, frequent weekends, shift rotation, on-call availability, or travel.
<input type="checkbox"/>	Frequently requires highly irregular and unpredictable or particularly long work hours, such as attendance and participation at evening and/or weekend meetings, covering more than a single shift, extended travel, etc.

Check one (1) box that best describes the risk of negative consequences resulting from the actions of an incumbent in this position:

<input type="checkbox"/>	<b>Low Risk</b> —although job may have some variety of tasks, work assignments use standard procedures and are generally basic and routine. Assignments are generally closely monitored. Makes minor decisions.
<input type="checkbox"/>	<b>Medium Risk</b> —job has somewhat complex tasks requiring the regular use of professional judgment. Supervision is general and may be infrequent.
<input checked="" type="checkbox"/>	<b>High Risk</b> —Job has very complex tasks requiring high level of professional judgment. Makes decisions carrying high degree of responsibility where there may be little or no precedent; acts independently with little oversight.

Check one (1) type of environmental condition to which the person occupying this position would normally be exposed:

<input type="checkbox"/>	<b>Normal office working conditions</b> with no major sources of discomfort. Very low risk of minor physical injury.
<input type="checkbox"/>	<b>Fair working conditions</b> with routine discomforts. Position may require occasional work in the elements, moderate exposure to heat cold, moisture/wetness, soiled materials, or light chemical substances/cleaning solutions. Moderate risk of minor physical injury, relatively low risk of significant physical injury.
<input checked="" type="checkbox"/>	<b>Difficult working conditions</b> with frequent exposure to undesirable or hazardous working conditions. Position requires routine exposure to the elements regardless of conditions, dangerous chemical substances, or other inherently dangerous conditions. Substantial risk of significant physical injury.

Does a person occupying this position have fiscal responsibilities?

Yes

☐

No

☒

In dollars, how large is the budget for which this position is responsible?

If yes, please describe the fiscal responsibilities this person has, such as managing a budget, filling out purchase requisitions, approving transactions, maintaining employee salaries, etc.:

Check one (1) of the following leadership responsibilities a person occupying this position has:

<input type="checkbox"/>	Does not supervise other staff.
<input type="checkbox"/>	Leads peers on a regular basis but is not the direct supervisor. May help direct, schedule, or monitor staff, but does not hire, fire, or evaluate other employees.
<input type="checkbox"/>	Is the front-line supervisor over two or more full-time employees. Hires, fires, and evaluates subordinates.
<input checked="" type="checkbox"/>	Is the manager of a unit, section, or major function and typically also supervises personnel who are front-line supervisors or persons having professional-level responsibilities.
<input type="checkbox"/>	Is the director of a division, department, or large program and typically supervises management personnel and indirectly supervises subordinate staff under this position's line of authority.

If you indicated that this position supervises other employees, how many direct reports does this person have?

1

If you indicated that this position supervises other employees, how many indirect reports does this person have?

1

Please list the class code, title, and number of employees for each classification supervised by the person in this position. If necessary, attach additional sheets.

CLASS CODE	TITLE	GRADE	# OF EMPLOYEES
T122C	DOM Security Officer	GS05	16

How many supervisors does the person in this position supervise? If none, enter 0.

0

If you answered with a number other than 0 to the question above, for which divisions/sections/offices is this person responsible?

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Check one (1) of the following statements that best describes this position:

<input type="checkbox"/>	Receives clear and specific instructions and/or follows standardized instructions or procedures without ongoing supervision. Work is checked for accuracy, adequacy, and adherence to instructions. Consults with supervisor on matters not covered by the original instructions or guidelines.
<input type="checkbox"/>	Receives moderate to limited supervision working from objectives set by supervisor. Organizes and carries out most assignments in accordance with standard practices, instructions, or previous training. Makes minor decisions routinely; may handle some unusual situations independently.
<input checked="" type="checkbox"/>	Receives general direction working from established policies and objectives. Plans and carries out assignments and resolves most conflicts that arise. Exercises judgment in the analysis of facts or conditions regarding individual issues. Completed work is checked only to determine compatibility with other work or effectiveness in meeting agency objectives.
<input type="checkbox"/>	Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Has responsibility for planning, designing, and implementing programs, projects, or studies and sets goals for major unit. Acts independently; approval from higher authority is conceptual with generally little reference to detail.

#### Education, Experience, and Skills

Check one (1) of the following educational levels which best describes the minimum required—regardless of the preferred level or the current incumbent's level—to be able to perform this job at a basic level of performance:

<input checked="" type="checkbox"/>	<b>High School or Equivalent</b> —requires enough basic education to understand and follow standard practices and instructions. May require some specialized courses, certifications, or licenses of limited scope.
<input type="checkbox"/>	<b>Associate's Degree or Skilled Trade Certificate</b> —requires knowledge of a specialized field or trade. Additional training equal to two (2) years of college, technical school, business school, or skilled trades training. May require licensing or certification.
<input type="checkbox"/>	<b>Bachelor's Degree or Equivalent</b> —requires professional level knowledge in a specialized or technical field such as those for which bachelor's degrees or IT certifications are commonly awarded. Additional training equal to successful completion of four (4) years of college or study.
<input type="checkbox"/>	<b>Master's Degree</b> —requires advanced knowledge and skills and expertise in a specific field. Requires the ability to understand and apply principles and practices of field or more than one (1) field. Requires one (1) to two (2) years' work in an accredited graduate school leading to degree. Recognized as subject matter expert.
<input type="checkbox"/>	<b>Doctoral Degree</b> —requires highly advanced knowledge and skills and mastery of a specific field. Ph.D., J.D., M.D., Ed.D. or similar doctoral level degree normally requiring at least three (3) years of work in an accredited graduate school leading to degree. Often must possess license and pass professional examination in order to practice in field.

Is a license required in order to perform this job? If so, what license is required? **DO NOT INCLUDE DRIVERS LICENSES OR NOTARIES PUBLIC.**



Check the level of experience necessary—regardless of the preferred level or the current incumbent's level of experience—at the time of hire in order to perform this job at a basic level of performance.

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	8 or more years

If this position normally supervises other employees, check the level of supervisory experience necessary—regardless of the preferred level or the current incumbent's level of experience—at the time of hire in order to perform this job at a basic level of performance:

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	8 or more years

Check one (1) of the following that best describes the physical effort required for this position:

<input type="checkbox"/>	<b>Light</b> —physical effort normally found in clerical or office work. Work is primarily sedentary; however, occasional handling of objects up to 10 lbs. and occasional walking and standing is required.
<input type="checkbox"/>	<b>Moderate</b> —physical effort represented by frequent handling of objects and/or materials of moderate weight (10-20 lbs.) and/or frequent use of light hand tools. May require walking or standing much of the time.
<input type="checkbox"/>	<b>Substantial</b> —physical effort represented by frequent handling of object and/or materials of substantial weight (20-50 lbs.) and/or frequent use of medium hand or power tools. In addition to considerable walking or standing, may require climbing and working from ladders or working in awkward positions.
<input checked="" type="checkbox"/>	<b>Strenuous</b> —Physical effort represented by frequent handling of heavy objects (50+ lbs.) and/or materials and work and/or frequent use of heavy hand tools. Work is often exposed to elements or in non-climate controlled conditions.

Please list any other knowledge, abilities, or skills necessary to perform the duties of this position. Examples include: computer skills, communication skills, organizational skills, etc. **DO NOT** copy from another job description.

This position must pass a physical agility test, and a psychological examination, due to weapons carry for this armed position. This position will do reporting, and a vast amount of scheduling by overseeing both front and back gates of the installation for coverage.

Please include any other information that may aid in the preparation of an accurate description of this position.  
The Job Spec will specify all information that pertains to this position.

**Approvals**

**SUPERVISOR REVIEW**

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: Michelle Young-Hobbs

Title: HR Director, DOTM

Date: 02/14/20

Signature: \_\_\_\_\_

**AGENCY HR ADMINISTRATOR REVIEW**

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: Michelle Young-Hobbs

Title: HR Director

Date: 02/22/20

Signature: Michelle Young-Hobbs Digitally signed by Michelle Young-Hobbs  
Date: 2024.02.22 11:52:24 -06'00'

## DEPARTMENT OF MILITARY SECURITY OFFICER SUPERVISOR

The Security Officer Supervisor is responsible for the security operation of an agency. This position is governed by state and federal laws and agency/institution policy.

**Class Code:** XXXX: GS06 Special **Job Requirements:** Must be 21 to carry a weapon and have the ability to pass a physical agility test.

**Typical Functions:** Supervises a small to medium-sized staff of security personnel, including interviewing applicants and recommending for hiring, approving leave, conducting background checks, training employees, making work assignments, and evaluating the performance of incumbents. Supervises and performs foot and/or motorized patrol of buildings, grounds, and parking areas, and may issue parking tickets. Takes corrective actions for minor violations and coordinates with local law enforcement personnel for the more serious violations. Maintains fire and security alarm systems by monitoring the alarm panels, arming and disarming the systems, inspecting, and conducting required tests to ensure proper operations. Directs and conducts inspection of buildings and grounds for fire and safety hazards, security, and unauthorized personnel, and takes corrective actions as needed. Maintains security communication system, controls access codes and key logs, and issues keys as directed. Supervises the operation of agencies' switchboard during holidays and non-working hours to ensure that calls are properly answered, directed, and logged. Conducts research and develops and maintains standard operating procedures for a security section. Compiles and maintains required reports and files. Performs other duties as assigned.

**Knowledge, Abilities, and Skills:** Knowledge of supervisory practices and procedures. Knowledge of public safety policies, procedures, and regulations. Knowledge of public safety methods and techniques. Ability to plan, organize, and oversee the work of subordinates. Ability to perform security duties and direct the activities of a security section. Ability to conduct and direct fire and safety inspections. Ability to communicate orally and in writing. Ability to pass a (PAT) Physical Agility Test.

**Minimum Qualifications:** The formal education equivalent of a high school diploma; plus three years of experience in security, law enforcement, fire safety, or a related field, including one year in a leadership capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Must be 21 years of age to carry a weapon on the military installation. OTHER JOB-RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Required Certificates:

None

Exempt: